

PERFORMANCE RECOGNITION PROGRAM



2013 PROGRAM OVERVIEW

PROGRAM COORDINATION

All aspects of the Performance Recognition Program (PRP) are coordinated between the Human Resources Division (HRD) and the designated Agency PRP Coordinator. Agencies must email Nancy Daiute (Nancy.W.Daiute@hrd.state.ma.us) by December 19th to inform HRD of who is serving as your agency's coordinator. The agency coordinator will serve as the point of contact for both participating employees and HRD throughout the program cycle.

AWARDS PROCESSES

Four awards are given annually through the Performance Recognition Program. Executive Branch employees who demonstrated exemplary work performance are recognized through the award of the Commonwealth Citation for Outstanding Performance. From these employees, ten are selected for the Manuel Carballo Governor's Award for Excellence in Public Service. The Eugene H. Rooney, Jr. Public Service Award will also be awarded to employees of the Commonwealth or one of its political subdivisions who best exemplify excellence in the field of human resources development training. And lastly, the Commonwealth of Massachusetts Mentoring Award will be awarded to an outstanding leader in the area of mentoring in the workplace.

THE COMMONWEALTH CITATION FOR OUTSTANDING PERFORMANCE

The number of awards distributed is determined by the size of the agency:

Number of Agency Employees	Number of Awards
up to 50	1
51-400	3
401-1,500	6
1,501-2,500	9
2,501-4,500	12
4,501 or more	15

ELIGIBILITY

Executive Branch employees who have been in state service for at least two years as of December 3, 2012 are eligible to be nominated for the Commonwealth Citation for Outstanding Performance. Employees currently holding positions to which they were appointed directly by the governor, or employees whose appointments were subject to the formal approval of the governor are not eligible. Agency heads and college presidents are also not eligible for this award.

SELECTION PROCESS

Each agency forms its own selection committee. It is established by the agency head/cabinet secretary, and will review all nominations and recommend the names of those individuals who are most worthy of recognition. The names of selection committee members should be recorded on the Agency Selection Committee Member Information Form and kept on file at the agency.

The selection committee should make every effort to represent the diversity of the work force (i.e., position level and geographic location, gender, race, ethnicity, as well as individuals with disabilities and veterans).

NOMINATION PROCESS

How to Nominate

The Citation Nomination Form must be used to describe the individual's or group's accomplishments and should indicate the reasons why the individual or group should be recognized. Nominations should be submitted to the nominee's agency coordinator by February 15, 2013.

Who Can Be Nominated

An individual may be nominated by supervisors, peers, professional colleagues or others familiar with the person's work. A person may not be nominated by relatives or subordinates, nor may a person nominate himself or herself.

A group of employees may also be nominated by supervisors, peers, professional colleagues or others familiar with the unit's work, if the performance as a unit has been exemplary.

SELECTION CRITERIA

The selection committee and agency head will use one or more of the following criteria in selecting an individual or group for recognition:

- Attainment of high priority agency objectives;
- Exceptional managerial, organizational and/or communications achievements;
- Achievement of significant improvements in productivity and/or costs savings in agency operations.

The agency coordinator must enter citation winner names into the PRP Information System by March 15, 2013.

CITATIONS

HRD prepares a "Commonwealth Citation for Outstanding Performance," for each individual winner. In the case of a group winner, HRD prepares a citation for each group member, which includes the group name and the individual's name underneath. However, if a group is larger than 15 members, HRD reserves the right to limit the amount of citations for that particular group if supplies can not accommodate it. Once all citations are prepared, HRD will send them to the agency PRP coordinator in order for them to obtain agency head signature. Once citations are signed by the agency head, they will be distributed at the agency level, preferably by the agency head.

THE MANUEL CARBALLO GOVERNOR'S AWARD FOR EXCELLENCE IN PUBLIC SERVICE

The Carballo Award is given annually to ten employees or groups of employees who exemplify the highest standards of public service.

ELIGIBILITY

All individuals and groups who are awarded the Commonwealth Citation for Outstanding Performance as part of this year's program are eligible to be nominated for the Carballo Award. Each agency may nominate one individual or group of employees for consideration. Agency heads and college presidents are not eligible for this award.

NOMINATION PROCESS

The Carballo Nomination Form must be used to provide a career profile and a description of the outstanding contributions and/or accomplishments of the individual or group. Please be sure to address each criteria on the nomination form.

Nominations should be submitted to the Human Resources Division by March 15, 2013.

SELECTION PROCESS

Selection Committee

A selection committee, which includes a representative from the offices of both the Speaker of the House and the President of the Senate, and representatives from business, labor, community groups, academia and the media who are knowledgeable about Massachusetts state government, will review the nominations and recommend to the governor the names of ten finalists who are most worthy of receiving the award.

Selection Criteria

The Selection Committee will use one or more of the following criteria in selecting an individual or group for this award:

- Exceptional accomplishments;
- Exemplary leadership;
- Creativity and innovation;
- Achievement of significant improvements in productivity and/or costs savings in agency operations.

The Governor will make the final selection decisions.

THE AWARD

A commemorative plaque will be presented to each individual or group in May.

EUGENE H. ROONEY, JR. PUBLIC SERVICE AWARD

The Rooney Award highlights human resource development as a planned, continuous effort to provide personal and professional growth opportunities that will enhance employee competency levels. Such activities serve to improve an individual's performance on a currently held job; and/or provide new skills, knowledge and attitudes that will allow an individual to assume a new role in the organization.

ELIGIBILITY

Any state, county, city or town employee who has worked in public service for 12 months as of December 3, 2012 is eligible to be nominated for the Eugene H. Rooney, Jr., Public Service Award.

NOMINATION PROCESS

Supervisors, peers, professional colleagues (not including subordinates) and others familiar with the employee's accomplishments may nominate an individual or group.

The Rooney Nomination Form must be completed and must include a detailed description of the nominee's special accomplishments and his/her positive impact on other employees and on the organization as a whole.

The nomination should be forwarded to the appropriate Appointing Authority, after a supervisor or other person knowledgeable about the nominee's contribution, has verified the information on the nomination form.

The nominator is responsible for assuring that the nomination is forwarded to the appropriate parties, including the Appointing Authority, for verification and sign-off.

The Appointing Authority must submit the completed nomination form to HRD no later than March 15, 2013.

SELECTION PROCESS

Selection Committee

A Selection Committee including the Chief Human Resources Officer, the Chairman of the Civil Service Commission and the Co-Chairs of the Legislature's Joint Committee on Public Service will review nominations. The Committee's recommendation will be forwarded to the governor for approval.

Selection Criteria

The following selection criteria will be utilized:

- The nominee must demonstrate measurable accomplishments, which affect individual employees and the organization as a whole.
- The nominator must document the nature of the activity and provide a detailed description of the project, and its impact on the organization.
- Supervisor/senior manager must include supporting documentation, i.e., comments that corroborate the nominee's accomplishments.

THE AWARD

A commemorative plaque will be presented to each recipient in May.

COMMONWEALTH OF MASSACHUSETTS MENTORING AWARD

The Mentoring Award honors outstanding leaders in the area of mentoring in the workplace, whether it be through a formal mentoring program within their department, or on a more informal basis through the candidate's own initiative. Recipients of this award play a vital role in preparing the Commonwealth's workforce of tomorrow by serving as a teacher and role model to either a subordinate or peer in the workplace.

ELIGIBILITY

Any Executive Branch or Higher Education employee who has been in state service for 2 years as of December 3, 2012 is eligible to be nominated for the Mentoring Award.

NOMINATION PROCESS

An individual may be nominated by a supervisor, peer, subordinate, professional colleague or others familiar with the person's work.

The Mentoring Nomination Form must be completed and must include a detailed description of the nominee's special accomplishments as a mentor and his/her positive impact on another employee(s).

The nomination should be forwarded to the appropriate Appointing Authority, after a supervisor or other person knowledgeable about the nominee's contribution, has verified the information on the nomination form.

The nominator is responsible for assuring that the nomination is forwarded to the appropriate parties, including the Appointing Authority, for verification and sign-off.

The Appointing Authority must submit the completed nomination form to HRD no later than March 15, 2013.

SELECTION PROCESS

Selection Committee

Screening committees throughout the individual agencies will review all submissions within their own agency. Each agency will select a nomination to forward to the Human Resources Division (HRD) for consideration.

A Selection Committee consisting of the members of the Chief Human Resources Officer's Advisory Council will review all the nominations submitted. The Selection Committee will then recommend to the Governor the candidate(s) they believe to be most worthy of the award.

Selection Criteria

The ideal candidate for the Commonwealth of Massachusetts Workforce Mentoring Award:

- plays a *direct* role in the professional development of a fellow employee within his or her department on an ongoing, day-to-day, basis;
- serves as a resource and mentor to that individual;
- helps the individual reach their goals;
- is generous in sharing his or her own valuable time and knowledge;
- shows a *continued* interest in the individual's growth and development;
- provides leadership in the workplace;
- inspires others to serve as mentors and play a part in succession planning in the workplace.

THE AWARD

A commemorative plaque will be presented to each recipient in May.